



November 2024

Dear Parent or Guardian:

The College of Southern Maryland (CSM) and Charles County Public Schools (CCPS) have partnered to offer your student a great educational opportunity through the Dual English Program. Through this program, your student has a chance to earn both college and high school credits for the English course that they are currently enrolled in at the high school.

The Dual English Program is a way for your student to get an early start on their college education. Dual enrolled students can take Honors Composition and Rhetoric in high school and receive college credit for the ENG-1010 (Composition and Rhetoric) course at CSM. Dual classes are transferable, college-level courses, which means that the credits can be evaluated for transfer to a four-year college or university.

Students should be aware of the following criteria regarding participation in the Dual English Program:

1. Students must receive a C or better on the portfolio review at the end of the second quarter. This will make them eligible to enroll in the equivalent CSM Dual English course. Their high school English teacher can verify if they have met this requirement.
2. The final grade will be calculated using only the student essay grades. Therefore, the final grade that students receive from their high school English course **may be different** from the grade reflected on their CSM transcript.
3. This course will count towards the four-course coverage limit for the academic year by CCPS. The dual cost of the class will be the responsibility of those students who exceed the four-course coverage limit for the academic year.

To register for the Dual English Program, your student must do the following:

1. Create and confirm an account at <https://csmd.dualenroll.com>. *If you have created an account previously, you can log back into this account.*
2. After the account is confirmed, the student will complete the Dual Enrollment application within <https://csmd.dualenroll.com>.
 - The student's Social Security Number is **required** to complete course registration. Please include it on the Admissions Application.
 - Please make sure the student regularly checks the email address they included on their application. **Also, please have the student use a personal email address and not a school email address.**
3. After submitting the application, students will be able to search through available dual enrollment courses. Students will look for ENG-1010 under course options and chose the section with their high school teacher. A step-by-step guide can be found at csmd.edu/dualenrollment.
4. Once the registration request has been submitted, your high school English teacher will receive a request for their approval. Those approved students will be registered for the college course by CSM Admissions. The deadline to participate is **January 24, 2025**.
5. The student will receive a registration confirmation by email once enrolled into the college course.

We hope that you share in our excitement about this opportunity provided by Charles County Public Schools and the College of Southern Maryland. If you would like more information about the Dual English Program, please feel free to contact the Admissions Department at 301-934-2251, option 0.

Sincerely,

A handwritten signature in black ink, appearing to read "Latasha Baker".

Latasha Baker
Assistant Director
Admissions Department

College of Southern Maryland

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csmd.edu